

ARS Safety, Health and Environmental Inspection Checklist (ARS Form 404, 5/98)

QUESTION:	YES	N O	N/A
SECTION I. SAFETY			
PART A. BUILDINGS AND PROPERTY			
Is broken or loose glass repaired/replaced in buildings and greenhouses? <i>[29 CFR 1910.22]</i>			
Are offices, work areas, storage rooms, basements, entrances, outdoor walkways and stairways, well lighted and are the stairs covered with a skid-resistant material? <i>[OSHA Act of 1970]</i>			
Are floor surfaces in good condition (i.e., clean, dry, level, and free of debris, protruding nails, splinters, holes, and loose boards and tiles)? <i>[29 CFR 1910.22]</i>			
Are inside and entrance stairs with four or more risers equipped with strong handrails? <i>[OSHA Act of 1970]</i>			
Are all doors at least 32" in width, and exit/egress doors are 36" in width? <i>[29 CFR 1910.37]</i>			
Are building/structure walls and foundations in proper repair and properly protected?			
Are openings, holes, potholes, cracks and uneven levels in sidewalks, parking lots, and steps properly identified and guarded? <i>[29 CFR 1910.22]</i>			
Are all stored materials stacked in tiers blocked, interlocked, and limited in height so that they are secure against sliding or collapsing and do not block egress or access to emergency showers and eye washes? <i>[29 CFR 1910.176]</i>			
Are storage areas kept free from accumulation of materials that constitute hazards from tripping, fire, explosion or pest harborage? <i>[29 CFR 1910.176]</i>			
Where mechanical handling equipment is used, is there sufficient and safe clearance at loading docks, through aisles, doorways and wherever turns or passages must be made? <i>[29 CFR 1910.176]</i>			
Have trees been trimmed or removed from alongside driveways and lanes to avoid interference when machinery is moved and people are passing?			
Are open drainage and irrigation ditches fenced and are wells identified, posted, properly used and safeguarded?			
Is there a buffer zone (unplanted or grass) along ditches so tractors have ample turning and running room?			
Are field entrance gates set back far enough so equipment is completely off the road when stopping to open and close them?			
Are gates wide enough so machinery and trucks can enter and exit easily?			
Are there planted strips along ditches/washouts to avoid soil erosion?			
Are washouts repaired promptly to prevent further erosion and vehicles from getting stuck?			
Are holes filled and have immovable obstacles, outlet structures, (e.g., vents from underground storage tanks), been flagged, marked or fenced to prevent driving over them?			
Are retaining walls and other abrupt drops marked with warning signs?			
Are tractor "tipplers" such as stumps and rocks removed from fields?			
Have Design Engineers determined that field bridges are strong enough to support heavy equipment and loaded trucks or wagons? Do they have rails? Are load limit signs posted?			
Are dam permit requirements being complied with?			
Are stilling ponds and tail water ponds fenced and posted to discourage swimming?			

Are pond shorelines graded gradually into the water?			
Are utility pipes and lines (i.e., gas, water, heat, electric, telephone, etc.) properly identified and are their locations determined before any excavation or trenching takes place? <i>[29 CFR 1926.651]</i>			
Is shoring used on adjacent structures to prevent erosion or collapsing? <i>[29 CFR 1926.652]</i>			
Is each excavation or trenching operation protected from cave-ins by proper use of shoring equipment?			
Is there NO evidence of dumping, spilling, leaking, construction, filling, dredging or any other potential impairment on the property?			
Are animals and animal facilities maintained under a viable Animal Care and Use Committee?			
CONFINED SPACE			
Are manure lagoons ventilated, fenced, posted with signs, and treated as a confined space?			
Are towers (i.e., water, communication, etc.) and entrances to grain and silage storage units closed and provided adequate security against "non-authorized personnel" entry (e.g., children)?			
Do grain bins have both outside and inside permanent ladders? Is fall protection provided and a life line and a full-body harness used when working inside confined spaces? <i>[29 CFR 1910.146 & 1926.500]</i>			
Are confined spaces identified, posted with signs and is the proper air monitoring being performed? <i>[29 CFR 1910.146]</i>			
ELECTRICAL			
Are all face plates on all electrical receptacles? <i>[NEC 410-56 (d)]</i>			
Is the building provided with a grounded electrical system (no two-prong outlets)? <i>[NEC 210-7]</i>			
Are a sufficient number of electrical outlets available to eliminate overloading of circuits and over use of extension cords? <i>[29 CFR 1910.334]</i>			
Are electrical extension cords only used for their intended purpose and NOT in place of fixed wiring and electrical cords are NOT run through doorways, windows or ceilings? <i>[NEC 400-7 & 400-8]</i>			
Are all electrical appliances, tools and equipment properly grounded or double insulated and equipped with dead-front construction? <i>(Without live parts exposed to personnel operating equipment. Wafer-front power plugs are not legal to use.) [NEC 410-56 (f) & NEC 250-45]</i>			
Are electrical receptacles, conduit, lights, and motors waterproof and/or dust proof in animal handling areas and greenhouses and are electrical receptacles located in garages and shops, greenhouses, animal facilities and agricultural buildings, or within six feet of a water source, faucet, etc., protected by Ground-Fault Circuit-Interruptioners? <i>[NEC 210-8, NEC 410-57, NEC 511-10, & NEC 547]</i>			
Are Ground-Fault Circuit-Interrupter extension cords used to power tools and equipment during construction and maintenance projects? <i>[NEC 305-6 (a)]</i>			
Are electrical panels unobstructed, all circuits are clearly labeled, and knockout plugs intact? <i>[NEC 110-16 & NEC 110-12]</i>			
Are locks and tags available and have employees been trained, with documentation, in lock-out/tag-out procedures to be used by employees making repairs on machinery or electrical circuits? <i>[29 CFR 1910.147]</i>			
Is high voltage equipment, gasoline storage areas, aboveground storage tanks, gas cylinders, etc., guarded from vehicular traffic and material-handling equipment? <i>[NEC 110-31 (b)]</i>			
OFFICE			
Are all office work areas clean and orderly? <i>[29 CFR 1910.141 (a) (3) (I)]</i>			
Are carpets: Well Secured to the floor? Free of worn or frayed seams?			
Are phone lines, electric cords, etc., kept secured under desks or along baseboards and not in walkways?			
Are all work areas properly illuminated? <i>[ANSI A11.1-1973]</i>			

Are work areas free from temperature extremes?			
Is furniture free from clutter, books and materials?			
Are desks, filing equipment, dividers, etc., free of sharp edges or burrs?			
Are file cabinets and closets arranged to keep drawers and doors from opening into walkways or aisles?			
Is only one file cabinet drawer opened at a time and are they loaded from the bottom?			
Are free-standing shelf units over six feet high attached to the floor or wall to prevent tipping over?			
Are heavy items stored on lower shelves to prevent items from falling or shelves from tipping?			
Is the office equipped with a step stool or ladder so that employees can safely reach overhead objects?			
Are employees trained in proper lifting techniques?			
Are photocopying machines placed in well-ventilated rooms away from workers- desks?			
Do paper cutters have finger guards and blade locks and is the blade kept down when not in use?			
Are hazardous substances properly stored (toner, cleaners, glues, etc.)?			
Do employees know what to do in case of fire or other emergency in the building; are they knowledgeable in evacuation procedures and assembly points? [29 CFR 1910.38 & .120]			
If video display terminals (VDT-s) are used; Are the keyboard, table, screen and chair adjustable?			
For VDT users, are work breaks, routine stretching and variation of tasks incorporated into their work?			
Is the VDT workstation arranged to minimize glare and visual discomfort?			
Is a document holder provided upon request for any employee who types from documents?			
Is a footrest provided, as needed, to allow the operator to place the entire sole of the foot flat on a stable surface?			
PART B. MACHINERY AND EQUIPMENT			
Is all machinery designed for a fixed location properly anchored to the floor or work bench? [29 CFR 1910.212 (b)]			
Are all point-of-operation guards installed on machinery and equipment; enclosing the hazardous operation completely? <i>(in the laboratory environment this includes vacuum pumps, soil mixers, etc.)</i>			
Gate, interlocking barrier and electric-eye guards prevent access to dangerous parts of the machine and may be installed at the point where cutting, bending, punching, or shearing action takes place on material being processed and at other places where there may be a hazard to employees inserting or manipulating stock. They may also be used to prevent contact with pinch points, rotating, reciprocating, and transverse motion or belts, chains, and pulleys of machine part motion or operations that expose operators or other employees to flying chips, particles or sparks. Are these type of guards in place where required? [29 CFR 1910.212]			
Is the work rest adjusted to within 1/8 inch of the grinding wheel and the tongue guard adjusted to within 1/4 inch of the grinding wheel? [29 CFR 1910.215]			
Are the spindle end, nut and flange guards in place on all grinding wheels? [29 CFR 1910.215]			
Is the surface of grinding wheels flat, free of chips, cracks and foreign matter? [29 CFR 1910.215 (d)]			
Is the mechanical or electrical power control on each woodworking machine located so the operator can shut off the machine without leaving the point-of-operation? [29 CFR 1910.213 (b)]			
Are foot treadles guarded against unexpected or accidental activation? [29 CFR 1910.213 (b)(6)]			
Are table saws equipped with guards which completely enclose the portions of the saw blade below the table and the portion of the saw blade above materials being cut? [29 CFR 1910.212]			
Are saws equipped with spreader and anti-kickback fingers or dogs and are all portions of the band saw blade			

enclosed or guarded except for the portion between the bottom of the guide rollers and the table? [29 CFR 1910.213 (I)]			
Are radial arm saws equipped with both upper and lower hood guards and does the saw return to position when released by the operator? [29 CFR 1910.213 (h)(4)]			
Are locks and tags available and have employees been trained, with documentation, in lock-out/tag-out procedures to be used by employees making repairs or adjustments on machinery or electrical circuits? [29 CFR 1910.147]			
Are fan blades that are located less than 7 feet above floor level, guarded with openings no larger than 2 inch on all sides even if louvers are in place? [29 CFR 1910.212 (b)]			
Are tools, supplies and materials properly stored?			
Are tools used for cutting or chiseling kept sharp and free of nicks and burrs? [29 CFR 1910.242]			
Are jaws on wrenches tight and not sprung to the point that slippage occurs? [29 CFR 1910.242]			
Are handles of tools intact and free of cracks or splinters? [29 CFR 1910.242]			
Have broken ladders and broken tools been removed from service? [29 CFR 1910.266]			
Are portable and fixed ladders inspected regularly for structural defects such as missing, cracked or broken rungs, steps, or split rails? [29 CFR 1910.25 & .26]			
Are laboratory related hand tools (i.e., clamps, scalpels, etc.) and animal grooming, cutting or carving tools properly maintained, stored and disposed of? [29 CFR 1910.242]			
Are powder-actuated (gun powder cartridge charge) tools kept in locked containers when not in use and are they properly labeled? Are they serviced and inspected for worn or damaged parts at regular intervals as recommended by the manufacturer? [29 CFR 1910.243 (d)]			
Is compressed air used for cleaning, less than 30 psi and is PPE provided? [29 CFR 1910.242 (b)]			
Is vacuuming used whenever possible rather than blowing or sweeping in areas subject to dusts, combustible dusts or other particulate materials?			
Is aerosol/dust generating equipment (e.g., blender, vortex with bio hazardous agents, soil/grain/feed operations, etc.) used in a secondary containment, with local exhaust or with shielding when appropriate? Are the flat surfaces in the area dust free?			
Are light fixtures and pipes guarded in areas of moving tall machinery, equipment, ladders, etc.?			
Have platforms and racks been tested without failure and are they loaded within the limits of their capacities?			
Are scaffolds and platforms provided with toe boards and guardrails on all sides and ends? [29 CFR 1910.23]			
Are scaffolds and platforms erected on solid ground and rigid footing capable of carrying the maximum intended load without any settling or displacement?			
Are conveyors inspected and are guards in place?			
Are entrances to hoist ways protected by full-width gates or bars?			
Are hoisting devices, conveyors, cranes, fork lifts, platforms, etc., posted with the rated load capacity, recommended operating speed and other special warning or instructions? [29 CFR 1910.179 & .180]			
Are hoisting equipment, conveyors, cranes, fork lifts and platforms inspected before and during each use and are all problems corrected before any further use of the equipment? Is a usage record maintained?			
Are hoisting equipment, conveyors, cranes and forklifts inspected annually by a competent and trained individual and is a record of the date and results of the inspection maintained?			
Are all functional operating mechanisms, hydraulic systems, fittings, chains or other lifting equipment visually inspected daily? [29 CFR 1910.179]			
Has the stability of the footing of cranes been verified during the full-cycle operational test?			

	[29 CFR 1910.180]			
Have rented cranes been inspected and all deficiencies corrected prior to use?	[29 CFR 1910.180]			
Are cranes inspected visually prior to each use, including its operating mechanisms, control systems, safety devices, air and hydraulic systems, chains, rope slings, hooks and other lifting equipment? Is there a certification recorded which includes signature of the person who performed the inspection and serial number of crane?	[29 CFR 1910.180]			
Are outriggers used and fully extended on cranes?	[29 CFR 1910.180 (31)]			
Are forklift operators trained annually and have employees received training in the communication requirement for lifting operations? Is this training documented?	[29 CFR 1910.178 (1)]			
Are fork lifts and trucks chocked when necessary?	[29 CFR 1910.178 (5) (I)]			
Riders are NOT allowed on forklifts?				
Are backup alarms, seat belts and rollover protection installed on forklifts and tractors?	[29 CFR 1910.178]			
Are hydraulic lines and fittings on forklifts inspected daily and immediately repaired if found to be faulty?				
Are motor vehicles serviced regularly and a record maintained?				
Are power take-off (PTO) shaft guards in place?	[29 CFR 1928.57]			
Are "slow-moving vehicle" signs placed on tractors and other farm equipment that move at speeds less than 25 mph on public roads?	[29 CFR 1910.145 (d)(10)]			
Are farm wagons in good working order, properly loaded and secured?				
Is mounted equipment on tractors lowered when the operator leaves the tractor and the key is removed?				
Are wagons used to haul heavy loads equipped with brakes?				
Are power and garden tractors operated and maintained properly according to instructions in the owner's manual?				
Are towed loads hitched to a sturdy draw bar set in the designated towing position (never to the tractor's axle, frame or raised three-point hitch) and safety chains are always used on trailers?				
Are all vehicles shut off prior to loading?				
Are all cargo material handling containers properly labeled?				
COMPRESSED GASES AND WELDING				
Are compressed gas cylinder valves kept closed when not in use or welding is not being performed?	[29 CFR 1910.252 (a)(4)]			
Are gas cylinders transported with caps on and strapped onto handcarts designed for transporting cylinders; are they stored with caps on when not in use?				
Are gas cylinders secured with appropriate chain or rope to prevent tipping or falling while being used or stored?				
Are empty gas cylinders labeled, stored with caps on and away from full cylinders?				
Are gas welding hoses free from signs of leaks, burns, worn places or other defects that renders them unfit for service?	[29 CFR 1910.253 (e)(5)(v)]			
Are arc welder cables free of cuts and splices within 10 feet of the holder?	[29 CFR 1910.254(d)(8)]			
Are welding helmets or goggles (with the appropriate filters) and protective clothing provided?	[29 CFR 1910.252 (b)]			
Is a fire extinguisher available for immediate emergency use during welding operations?	[29 CFR 1910.252 (a)(2)]			
Is general mechanical or local exhaust ventilation provided when welding and cutting operations are performed?	[29 CFR 1910.252]			

Are welding curtains or shields placed around areas where welding is performed to protect others? [29 CFR 1910.252]			
PART C. PERSONAL PROTECTION, (PPE) (See page 12 for Respirator Protection)			
Are adequate emergency eye washes and safety showers available for all persons who handle corrosive materials, radiological or biological agents, hazardous chemicals, or hazardous wastes, etc.? [29 CFR 1910.151]			
Is personal protective equipment for eyes, face, head, extremities, protective clothing, respiratory devices, and protective shields and barriers provided, used, inspected before each use and maintained properly? [29 CFR 1910. 132 (a)]			
Have hazards and potential hazards been identified which would require the use of personal protective equipment (PPE)? [29 CFR 1910.132]			
Do employees use their own protective equipment? Is it adequate, properly maintained, inspected before each use and sanitized as required? [29 CFR 1910.132 (b)]			
Are protective goggles or face shields provided and worn where operations present a danger of corrosive materials, flying particles, cryogenics, biological agents, lasers or ultra violet light, etc.? [29 CFR 1910.133 (a) (1)]			
Do filter lenses for welding, brazing, lasers and ultra violet lights meet the requirements for shade designations and are they marked and identified as such? [29 CFR 133 (a) (5)]			
Is training documented for all employees, at the beginning of employment and at least annually, who are required to use any type of personal protective equipment (PPE)? Are employees able to demonstrate how to properly don, doff, adjust and wear the PPE? Are employees knowledgeable in the limitations of the PPE, its useful life and proper disposal procedures? [29 CFR 1910.132 (f)]			
Are the appropriate types of gloves or hand protection provided, selected by evaluation of the tasks to be performed, for all work involving hazards of cuts, lacerations, corrosive liquids, radiological or biological agents, pesticides and chemicals? [29 CFR 1910. 138 (a)(b)]			
Is protective clothing (aprons, boots, one-piece suits) provided for work that has a risk of chemical, biological or radiological contamination? [29 CFR 1910.132]			
Is appropriate foot protection provided in areas where there is a risk of foot injuries (e.g., maintenance area, machinery, farm animals, etc.)? [29 CFR 1910.136]			
Is personal fall protection provided for tasks involving working from elevated surfaces, ladders, towers, storage racks and similar work situations and is training documented? [29 CFR 1926.500]			
Are hard hats provided and worn in areas where there is a risk of falling objects and are protective helmets designed to reduce electrical shock hazards worn by employees when near exposed electrical conductors that could contact the head? [29 CFR 1910.135(a)(1) & (2)]			
Is electrical protective equipment, (i.e., insulating blankets, matting, covers, line hose, gloves, and sleeves) made of rubber and contain the required manufacture marking? [29 CFR 1910. 137]			
Is electrical protective equipment maintained in a safe, reliable condition? [29 CFR 1910.137 (b) (1)]			
PART D. EMERGENCY SERVICES, FIRE PREVENTION, HAZARD COMMUNICATION & WARNING SIGNS			
Does the facility have an emergency evacuation plan posted in each wing of every building? [29 CFR 1910.38 (a)]			
Are emergency evacuation drills held at least once per year?			
Are there sufficient exits for prompt and convenient escape of all occupants in case of any emergency; such as an explosion, earthquake, smoke, fire, toxic vapors, bomb threat, storms (tornado, hurricane), flash floods, nuclear radiation exposure, action or threatened actions of terrorist groups, mentally ill persons or political			

radicals, etc.?	[29 CFR 1910.36 (b) (1)]			
Are there a sufficient number of exits, adequately illuminated by a reliable light source and with unobstructed egress, to permit prompt escape in case of an emergency?	[29 CFR 1910.36 (b)]			
Are all means of egress free and unobstructed at all times?	[29 CFR 1910.35]			
Are means of egress clearly visible, understood and usable to all occupants of all buildings, including the physically and mentally handicapped?	[29 CFR 1910.36 (b) (5)]			
Have special provisions been made for handicapped persons to be evacuated from buildings, especially multi-level buildings?	[29 CFR 1910.38 Appendix to Subpart E]			
Are handicapped ramps constructed according to American Disabilities Act (ADA) specifications to prevent accidents?	[29 CFR 1910.37 4 C (iii)]			
Are there locks or devices on doors to prevent emergency egress except in specialized facilities, where attendants are on duty?	[29 CFR 1910.36]			
Are exit doors for areas occupied by 50 or more persons or in high hazard areas hinged so that the doors swing in the direction of egress and can be opened without the use of a key, special knowledge or training?	[29 CFR 1910.37 (d)]			
Are doorways or passageways not constituting an exit or way to an exit, clearly marked NOT AN EXIT A?	[29 CFR 1910.37 (q) (2)]			
Where portable fire extinguishers are provided, are employees offered an educational program which includes the general principles of use and the hazards of firefighting?	[29 CFR 1910.157(e)(3)]			
Are fire extinguishers conspicuously located, readily accessible, properly mounted and is annual maintenance service performed on them by a competent person, providing a written service record?	[29 CFR 1910.157 (e) (3)]			
Are monthly visual inspections conducted by occupants to ensure that fire extinguishers are in place, fully charged, undamaged and that they have not been tampered with or discharged?	[29 CFR 1910.157 (e) (2)]			
Are alarm systems provided, where necessary, to warn occupants of a fire or other emergencies?	[29 CFR 1910.165]			
Is all fire protection equipment, alarm systems, emergency lighting and other such systems serviced regularly to maintain them in proper working order?	[29 CFR 1910.165 Alarm Systems, 1910.159 Sprinkling System, 1910.157 Fire Extinguishers, 1910.164 Fire Detection Systems]			
Is 18" of clearance observed at all times below all sprinkler heads?				
Are fire alarm boxes unobstructed?				
Are fire hydrants unobstructed and free from damage?				
Are fire doors free of any damage and in good operating condition?				
Is the local fire department familiar with the facility and specific hazards?	[29 CFR 1910.156]			
Are emergency phone numbers posted for fire, police and medical assistance?	[29 CFR 1910.38]			
Are names and numbers of emergency contact persons posted outside of each laboratory?				
Are storage areas kept free from excessive accumulation of materials that constitute a fire hazard?	[29 CFR 1910.176]			
Are A NO SMOKING® signs posted in areas where flammable, hazardous waste or materials, vapors or dusts may be present (e.g., hay or grain storage, solvent storage, etc.), as well as, on or near above ground and underground storage tanks?	[29 CFR 1910.106 (v) (6)]			
Is the temperature of newly stored agricultural products stored in silos, etc. (e.g., hay, alfalfa meal, etc.) monitored to prevent spontaneous combustion?				
Are eye hazard warning signs placed on all machines and equipment producing flying particles or debris, lasers				

and ultra violet lights? [29 CFR 1910.145]			
Are noise hazard signs placed at the entrance to areas and on machines or equipment producing noise levels greater than 85 decibels? [29 CFR 1910.95]			
Are warning signs posted on satellite accumulation, hazardous waste and chemical storage areas? [29 CFR 1910.1450]			
Is each carcinogen/highly toxic chemical area posted with the proper caution signs? [29 CFR 1910.1450]			
Are biological and radiation (ultraviolet light, lasers, etc.) warning signs used to signify the potential presence of a viable hazardous agents and to identify equipment, containers, rooms, materials, experimental animals, or combinations thereof, which could be contaminated or hazardous? [29 CFR 1910.145 (f)(2), ANSI Z136.1-1993 & 10 CFR 20]			
Are "No Food or Drink" signs posted on laboratory refrigerators, microwave ovens, and ice machines?			
There is NO evidence of people eating, drinking or smoking in forbidden (posted) areas?			
Are warnings posted at machinery and bin locations where operation could begin automatically and trap a worker unexpectedly? [29 CFR 1910.145]			
Do glass doors have a conspicuous design, decal or are painted to warn of their presence?			
PART E. CHEMICALS (See page 14 for questions about Satellite Accumulation and page 6 for Compressed Gases.)			
Are Material Safety Data Sheets (MSDS) for all chemicals and fire extinguishing media readily accessible to employees when in their work area? [29 CFR 1910.157 & .1200]			
Is there a system for ordering and receiving chemicals which keeps the amount of hazardous chemicals on site or in the laboratory to a realistic working need?			
Do shelves that are used for storing chemicals have raised retaining edges?			
Are all chemicals stored according to manufacturer's suggestions and compatibility (acids stored away from bases, etc.) and used in a way to avoid creating aerosols, dusts, mists, vapors and particulate pollution?			
Are approved and compatible, containers, (e.g., approved metal safety can for gasoline) cabinets and tanks used for the storage and handling of flammable and combustible liquids and are they properly bonded and grounded for operations involving dispensing or transfer of flammable liquids? [29 CFR 1910.106 (6) (ii)]			
Are all flammable liquids and wastes, including those in satellite accumulation points, stored in properly CLOSED containers when not in use? [29 CFR 1910.106]			
Are bung plugs in place in the sides of all flammable storage cabinets which are not ventilated to the outside?			
Are only explosion -proof refrigerators and freezers used when cold -storing flammable materials?			
Are all drums, tanks, and chemical containers properly labeled as to contents and date of receipt?			
Are connections on drums and combustible liquid piping, vapor and liquid tight? 29 CFR 1910.106 (3)]			
Are mist-generating operations (e.g., painting, pesticide applications, etc.) properly labeled, monitored and guarded?			
Are petroleum products properly labeled, stored, and maintained? [29 CFR 1910.106]			
Are liquid petroleum gas and heating oil tanks properly installed and protected from damage?			
Are areas/operations containing adhesives, chemical mastic, petroleum products and plastic substances properly labeled, maintained and isolated/shielded/guarded?			
Are there NO unlabeled or seemingly abandoned containers of any kind? [29 CFR 1910.1450]			
Is there NO evidence of spills or leaks of flammable or combustible liquids? [29 CFR 1910.106 (9)]			
PART F. RADIOLOGICAL (The Location Radiation Officer should assist in answering these questions.)			

Are buildings, rooms, areas, waste containers, refrigerators, freezers and other equipment labeled with A Caution Radioactive Materials® signs?			
Are NRC form number three and emergency phone numbers posted in all areas?			
Is there documentation that maintenance and janitorial employees and outside contractors have been trained in special precautions?			
Are there written protocols for the proper handling of contaminated materials? Is training documented?			
Are there written protocols for the proper decontamination of personnel, surfaces and equipment. Is training documented?			
Are the buildings, areas, equipment and waste secured from unauthorized access?			
Is shielding being used for radioactive sources?			
Is there NO evidence of spills or leaks and is secondary containment used for liquid waste?			
Are the general housekeeping and cleanliness of the laboratory good?			
Is there NO evidence of food, drink, smoking or cosmetics in work areas?			
Is waste disposed of properly with the proper documentation including records of decay to ten half-lives?			
Are the individual A User® Permits current with rooms, areas and isotopes listed, being correct?			
Are the Associate users listed on the permit, correct and current and do they have documented training?			
Are required weekly, monthly and quarterly surveys performed, documented, and are the results for removable contamination reported in DPM?			
Are leak tests and area surveys performed and documented every six months and each year respectively?			
Are the meters used for area surveys (Geiger counters) and removable contamination (LSC) calibrated yearly, including efficiency calculations for the most commonly used isotopes (used in converting CPM to DPM) and is there documentation?			
If the permit holder possess-s ECD-s and/or nuclear gages, does the inventory match the permit and can it be confirmed by physical examination of the equipment?			
If the permit is for an irradiator, are all personnel properly trained and documented?			
Is personal dosimetry provided to the appropriate personnel? <i>(It is mandatory for Irradiator users.)</i>			
Is an authorized operator immediately available whenever the irradiator is in use?			
Has location management appointed a Location Radiation Protection Officer with documented training by the Radiation Safety Staff?			
PART G. BIOLOGICAL			
Work being done is not infectious, recombinant DNA, or on animal or human fluids or tissues?			
Are buildings, rooms, waste containers, refrigerators, freezers and other equipment labeled properly?			
Is there documentation that maintenance and janitorial employees and outside contractors have been trained in special precautions?			
Are there written protocols for the proper decontamination of personnel, surfaces and equipment, are they followed and is training documented?			
Are there written protocols for handling emergencies and spills, including who to contact? Are they posted and is training documented?			
Are buildings, areas, equipment and wastes secured from unauthorized access?			
Are biological safety cabinets provided for biologically hazardous work and certified as working yearly?			
Are appropriate waste disposal containers available and used for sharps, glass and infectious waste?			

Is contaminated waste disposed of properly and with the proper documentation?			
Is there NO evidence of spills or leaks?			
Are general housekeeping and cleanliness of the laboratory good?			
Do employees participate, with documentation, in a medical surveillance program if required?			
Are immunizations or other special provisions required to work in the laboratory, current for all employees?			
Are baseline serum samples collected for all laboratory personnel at the start of employment, if required?			
If USDA employees collect, handle, manipulate, or examine human blood, fluids, tissues or provide emergency medical care, as part of the job, is there:			
A documented Hepatitis B immunization for each employee? <i>[29 CFR 1910.1030]</i>			
A written Blood Born Pathogen Program with documented training?			
A written Exposure Control Program with documented training?			
Is the laboratory State, HHS and/or CLIA approved?			
Is there NO evidence of food, drink, smoking or cosmetics in work areas?			
If an autoclave is used, is it certified as functional yearly with documentation? Is each run tested to insure that the machine worked properly?			
Are emergency shower/eye washes and decontamination facilities sufficient including documented weekly testing? <i>It is suggested that automatic/foot/elbow sinks be available.</i>			
SECTION II. OCCUPATIONAL HEALTH			
PART A. BUILDINGS AND PROPERTY			
Is every building constructed and maintained to prevent entrance and nesting of rodents, insects, etc.? <i>[29 CFR 1910.141]</i>			
Are washing facilities clean and sanitary (e.g., clothes, glassware, tank wash-down facilities, lockers, showers)? <i>[29 CFR 1910.141]</i>			
Where eating facilities are provided, are they posted and kept clean and sanitary? <i>[29 CFR 1910.141]</i>			
PART B. PERSONAL PROTECTION			
Is the EPA Worker Protection Standard (WPS) adhered to when agricultural workers and pesticide handlers work with pesticides? <i>[40 CFR 170 & EPA Publication 055-000-00442-1]</i>			
Are personal washing facilities (e.g., soap, water and towels) available for each pesticide handler to use at the end of handling activities? <i>[40 CFR 170 & EPA Publication 055-000-00442-1]</i>			
Are fatigue floor mats provided in areas where employees are required to stand for extended periods of time? <i>[29 CFR 1910. (5) (a) (1)]</i>			
Are chemical protective clothing, respiratory protection, suitable gloves , footwear, eye and face protection provided by the employer? <i>[29 CFR 1910.132 (d) (02)]</i>			
Is PPE stored properly when not in use? <i>[29 CFR 1910.132]</i>			
Each affected employee has received and understood the required PPE training through a written certification that contains the employee name, date and the subject. <i>[29 CFR 1910.132]</i>			
Is retraining provided to affected employees when changes in the workplace or their physical condition render previous training obsolete? <i>[29 CFR 1910. 132 (f)]</i>			
Is there a written respiratory protection program? <i>[29 CFR 1910.134]</i>			
Is proper respiratory protection provided to each employee working with materials that are potentially			

hazardous to the respiratory system (e.g., pesticides, chemicals, asbestos)?	[29 CFR 1910.134]			
Are respirator cartridges and pre filters dated when they are put into use?	[29 CFR 1910.134]			
Have respirator wearers received a fit test in the past year (or six months if working with asbestos) and do they have medical clearance to wear a respirator?	[29 CFR 1910.134]			
Are respirators stored properly and regularly cleaned, disinfected and inspected; with documentation?	[29 CFR 1910.134]			
Are respirators used when handling dusty or moldy grain or when cleaning silos, and during other operations generating aerosols, dusts, mists, vapors and particulate pollution?	[29 CFR 1910.134]			
C. EMERGENCY SERVICES, HAZARD COMMUNICATION & WARNING SIGNS				
Are employees aware of, and do they participate in, the Occupational Health Maintenance Program (OHMP)?				
Are employees aware of the Employee Assistance Program (EAP)?				
Do employees have ready access to Material Safety Data Sheets (MSDS) for all chemicals and fire extinguishing media in their work area?	[29 CFR 1910.1200 (g) (01)]			
Is the ARS 1010 poster (Occupational Safety and Health Protection for USDA Employees) posted at the workplace?				
Is the OSHA 200 (Occupational Injury and Illness) log current and posted yearly from February 1 to March 1?	[29 CFR 1904.6]			
Are there NO controlled substances at the facility which would require a Controlled Substance Program?				
SECTION III. INDUSTRIAL HYGIENE				
PART A. BUILDINGS AND PROPERTY				
Are separate one-pass HVAC systems provided for laboratory areas?	[ASHRAE Ventilation Standard]			
Are Biological Safety Cabinets certified yearly and Chemical Fume Hoods (including face velocity) certified yearly to ensure they are functioning properly?				
Are air diffusers placed so as not to interfere with the function of fume hoods and biological safety cabinets?	[ACGIH Industrial Ventilation Manual]			
Has an assessment of indoor air quality been conducted to determine if Radon or other indoor air contaminants are present? Has an abatement plan been implemented?				
PART B. MACHINERY & EQUIPMENT				
If a noise problem is suspected, has it been accurately measured, is hearing protection provided for personnel working in areas where the noise is above the acceptable level (85dB) and are the areas well marked with warning signs?	[29 CFR 1910.95 (1)]			
Is carbon monoxide kept within acceptable levels, where internal combustion engines are used indoors (e.g., gas powered pressure washers, fork lifts, etc.)?	[OSHA Technical Manual]			
SECTION IV. ENVIRONMENTAL MANAGEMENT				
PART A. BUILDINGS & PROPERTY				
Is there a need for underground (USTs) or aboveground storage tanks (ASTs)?				
Is there a UST/AST management program in place including warning signs, lock-out/tag-out devices and				

overspill protection/containment?			
Are old, outdated underground storage tanks scheduled for upgrading or retrofitting to meet regulatory compliance standards and due dates?			
Are construction staging areas secured, maintained and void of leaks/spills, debris?			
PART B. EMERGENCY SERVICES, HAZARD COMMUNICATION & WARNING SIGNS			
Is there an eyewash and safety shower within the immediate work area where employees are exposed to hazardous materials or waste and is there documented weekly testing? <i>[29 CFR 1910.151]</i>			
Is the necessary emergency equipment available (fire extinguishers, absorbents, spill control supplies, MSDS's, decontamination equipment etc.) at satellite accumulation areas and hazardous waste facilities? <i>[29 CFR 1910.157 & .1200]</i>			
Are hazardous waste containers labeled with proper shipping names and identification numbers and placarded in accordance with the Department of Transportation requirements prior to transportation off site. <i>[40 CFR, parts 172, 262-265]</i>			
Are written preparedness, prevention and emergency response procedures in place in the event of a hazardous material/waste release and are the procedures readily available to all applicable employees? Are personnel trained in proper response and notification procedures? <i>[29 CFR 1910.120]</i>			
PART C. HAZARDOUS WASTE & POLLUTION PREVENTION			
Note: Complete this Section if the answer to the first question is Yes			
Is chemical, biological or radioactive waste being generated by this facility? <i>[40 CFR 261.2]</i>			
If waste is generated, treated, stored, disposed, or offered for transportation; is an Environmental Protection Agency (EPA) identification number available? <i>[40 CFR 262. 12]</i>			
Are hazardous waste areas posted and secured from unauthorized entry?			
Is emergency information posted at each area where hazardous waste is stored?			
Are hazardous waste marshaling areas provided with an internal communication or alarm system to alert personnel of any problem?			
Are all containers of hazardous and flammable waste stored correctly for compatibility, in closed containers, in secondary containment and in an area with spark-proof electrical fixtures and equipment?			
Has a person at the location been trained and placed in charge of the hazardous waste management program?			
Are the RCRA (waste) regulations that are applicable to this location made available and known, with documented training, to the generators, handlers, management, supervisors and employees, so they may perform their duties in accordance with environmental regulations?			
Are specific written procedures available to identify and characterize the wastes and waste streams? <i>[40 CFR 261]</i>			
Are procedures in place for promptly and accurately determining whether the solid waste is hazardous waste as listed in Subpart D of 40 CFR 261.4?			
Only certified and licensed hazardous waste companies and employees are used by the facility?			
Are records and reports of generation, accumulation, storage conditions, manifests, contingency plans, personnel training records, land disposal restrictions, extremely hazardous substances, biennial reports, etc.; kept and in an orderly manner?			
Are the quantity and time restrictions for waste and satellite accumulation being met?			

If the facility has a satellite accumulation point; is it close to the point-of-generation; is each accumulation container kept closed; is it labeled properly with the start date, chemical name and the words "hazardous waste"? <i>[40 CFR 262.34]</i>			
Are all containers in satellite accumulation areas and waste marshaling facilities inspected at least weekly by a supervisor or someone with delegated authority, for leaks, rusting or deterioration caused by corrosion, and are records maintained? <i>[40 CFR 262]</i>			
Has a comprehensive asbestos survey been conducted at the facility to identify and control friable asbestos?			
Is all Asbestos Containing Material (ACM) identified and is it in good condition? <i>[29 CFR 1926.1101]</i>			
Is there a comprehensive Operations & Maintenance (O & M) Plan to manage ACM in place?			
Is the presence of ACM covered in the Hazard Communication Program for new employees and outside contractors?			
Are only janitors and maintenance personnel, with documented training, used to manage ACM in place?			
Are only contractors and maintenance personnel, with documented training, used to repair/replace ACM?			
Is a Spill Prevention/Control and Countermeasure plan in place where applicable? Do plans include point source control and hazardous materials/waste spill prevention, minimization and control measures?			
Are procedures in place to control and/or treat storm water runoff from industrial activities?			
Has a program been established to identify, control and remove lead in portable water system to comply with the Lead-Copper Rule?			
Is there a viable recycling program in place to recover items such as plastic, batteries, oil, paper, glass, cardboard, photographic chemicals, fluorescent bulbs, etc.? <i>[40 CFR 261]</i>			